



You can find this handbook at [www.arlingtontx.gov/asni/pdf/Handbook\\_Neighborhood\\_Organizational.pdf](http://www.arlingtontx.gov/asni/pdf/Handbook_Neighborhood_Organizational.pdf).

If you are already well organized, have bylaws and a Board or Officers, or are incorporated with the State of Texas, you will need to apply for a federal Tax ID Number (also called EIN) then complete and submit IRS form 1023 requesting 501(c)3 status. The IRS can take up to six months to process non-profit applications and the application cost is based on the amount of money the organization has or will receive annually. The fee is either \$300 or \$750 currently, depending on the amount of money your organization expects to generate annually.

Matching grants are available for the cost of the 501(c)3 application fee, and are available only for established associations. Time spent completing the 501(c)3 application can be counted as volunteer hours. Both volunteer hours and donated/discounted professional services are acceptable activities for meeting the required grant match. This is a one time request. A copy of your IRS Determination letter will be requested as part of the project close out.

#### **What if my neighborhood doesn't have an association yet?**

If you are starting from scratch, a good place to start is the Neighborhood Organizational Handbook on the City of Arlington Neighborhood Initiative website ([www.arlingtontx.gov/asni/pdf/Handbook\\_Neighborhood\\_Organizational.pdf](http://www.arlingtontx.gov/asni/pdf/Handbook_Neighborhood_Organizational.pdf)). Matching grants may also be available as seed money to help organize a neighborhood association where one currently does not exist. These funds can be used for a community event or other allowable activity that will jumpstart your neighbors getting organized. A request for this purpose may only be made one time, with maximum allowable amount of \$1000. For this type of activity a fiscal agent is still required, but proof of establishment is obviously waived. Please be sure your neighborhood doesn't have an established association first. Project close out will include registering your Neighborhood Association with the City once you have elected your first officers.

Before your neighborhood association is established, projects in your neighborhood may still qualify for matching grants by partnering with youth organizations.

For additional details, visit the Neighborhood Matching Grants Program web page at [www.arlingtontx.gov/asni/matchinggrants.html](http://www.arlingtontx.gov/asni/matchinggrants.html) or call the City's Neighborhood Matching Grants Program at 817-459-6104 or email [RJ.Blair@arlingtontx.gov](mailto:RJ.Blair@arlingtontx.gov)

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Matching Grants Program  
Community Development & Planning  
City of Arlington  
P.O. Box 90231, MS 01-0241  
Arlington, TX 76004-3231



# *Neighborhood Matching Grants Program* SPRING 2009



"Reinvigorating Neighborhoods And  
Working Together To Make Arlington Better"

## Program Overview

The Neighborhood Matching Grants program gives your neighborhood organization the opportunity to implement public projects that will be awarded a maximum of \$10,000 in City funds to be matched equally by a private source of funds, donated funds, labor and/or in-kind contributions. Additional Opportunities include:

- **Youth and Neighborhood Partnership Program:** Neighborhoods can ask for \$5000 additional funding (total up to \$15,000) if 66% (2 to 1) or more of the volunteers are youth. Neighborhoods are encouraged to have youth play additional roles in the process as well. (plan the project, write the proposal, etc.)
- **Youth Projects for Neighborhoods without Associations:** \$50,000 reserved for youth organizations, which must be a 501(c)3 or partner with one, for neighborhood projects where an established neighborhood association currently does not exist.
- **Youth and Neighborhood Clean-Up Program:** Neighborhoods may apply for a grant from \$500-\$2,000 to use for neighborhood clean-up. Neighborhoods can use grant funding for eligible expenses, including direct costs, funding for encouragement, incentives and to facilitate the neighborhood clean-up. Neighborhoods and/or business partner would be in charge of selecting and monitoring youth throughout the Neighborhood Clean-Up project. Neighborhoods must be responsible for all local, state and federal laws

## Who may apply?

To participate in the program, the grant requestor must be one of the following:

- 1) a non-profit organization
- 2) neighborhood association or home owners association registered with the City
- 3) citizen on patrol group or crime watch group registered with the Arlington Police Department
- 4) a youth organization

and have IRS 501(c)3 non-profit status, or partner with an organization that does and will serve as the fiscal agent for the project. **Or** neighborhood organizations requesting grant amounts between \$500 - \$2,000, can serve as their own fiscal agent.

## How to apply:

- Complete the letter of intent form with your project data and submit to the City Manager's Office by 5 p.m. Friday, March 27, 2009. The letter of intent form is available on the neighborhood matching grants program web page at [www.arlingtontx.gov/asni/matchinggrants.html](http://www.arlingtontx.gov/asni/matchinggrants.html).
- An invitation to submit a full application proposal will be mailed on Friday, April 24, 2009. Completed application is due on Friday, May 22, 2009.
- Upon completion of grant training in August 2009, contract execution and grant award will occur during the month of September 2009.

## Project Ideas

To be eligible, projects must:

- serve a public purpose
- provide a benefit to a neighborhood
- be accomplishable within a reasonable timeframe

Possible project ideas include:

- Safety equipment /lighting
- Beautification
- Neighborhood sign toppers
- Tree planting
- Crime reduction
- Sidewalk repairs
- Neighborhood Plans
- Neighborhood amenities
- Neighborhood clean up
- Association Forming Efforts
- Public art
- Neighborhood park improvements
- Historical Markers
- Traffic Calming



Landscaping and beautification projects must be in compliance with the City of Arlington's Smartscape Policy. All projects must be in compliance with current infrastructure plans and have prior approval by the City if they are not to be maintained long term by the grantee. Additionally, all projects must have a broad public benefit and not just provide benefit to a particular property owner or restricted group.

## Dates to remember:

Letter of Intent Due.....	March 27, 2009
(Must be submitted to the City Manager's Office by 5 p.m.)	
Invitations to Submit and .....	April 24, 2009
Complete Application Packets Mailed	
Deadline to Submit Applications.....	May 22, 2009
(Must be submitted to the City Manager's Office by 5 p.m.)	
City Council Approval .....	June 2009
Recognition of Awards.....	July 2009
Required Grant Training.....	August 2009
Contract Execution.....	September 2009
Grant Awarded.....	September 2009
Projects Begin.....	Approximately October 2009
(subject to change	(60 days from contract
on specific projects)	execution date)
Project Work Completed.....	Approximately 180 days
	from contract execution
Project Close Out* .....	Within 30 days of completion

\* Failure to complete project close out will result in ineligibility for future grants.

## FAQs

### How do we register our Neighborhood Association with the City?

Go to the Arlington Strong Neighborhood's Initiatives web-site and electronically submit the form on the Neighborhood Network Page at [www.arlingtontx.gov/asni/networkinitiativesform.html](http://www.arlingtontx.gov/asni/networkinitiativesform.html) to become a member of the City of Arlington Neighborhood Network and be eligible to request a matching grant. Citizens on Patrol or Community Watch Groups should be registered with the Arlington Police Department.

### How can my neighborhood association become a 501(c)3? How much will it cost, and how long does it take? Can we apply for a matching grant to help cover the costs?

The length of time will depend on how organized you are already. If you are starting from scratch, the Neighborhood Organizational Handbook on the City of Arlington Strong Neighborhood Initiative website is a good place to start.